

1 JUN 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 28 May 1971

1. Guidance Package on Preparation of Summary of Agency Employment (SAE):

During the reporting period, we prepared and distributed to Agency Support Officers a folder of guidance on the preparation of SAE's. In addition to narrative guidance, the folder contains sample copies of approved SAE's. To clear up any misunderstanding as to the difference between an SAE and a resume, the differences are explained and sample copies of approved resumes are also included.

2. Voluntary Investment Plan:

a. As of the beginning of business today, the number of persons signed up for participation in VIP is [REDACTED] Bi-weekly payroll deductions will total \$35,398 which, projected, will amount to \$937,962 on an annual basis. We are, therefore, only a few thousand dollars from attaining the one million dollar figure that will qualify us for the 1% commission rate. Requests from employees in the foreign field continue to arrive. The average payroll deduction is [REDACTED]

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b. Briefings on VIP were held on 24 May for those attending the Chiefs of Stations Seminar and on 26 May for personnel working at the buildings utilized by the Office of Training.

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3. Activity on Discontinued Service Retirement:

	Civil Service	CIA/DS	Total
Applications Received FY 71	121	42	163
Effective July thru May	120	40	160
Effective remainder FY 71	1	2	1
Declared Intent for FY 71	0	0	0

4. Consultant Review: The second phase of the annual consultant review exercise has been completed. The consultant "book" was forwarded to the Director on 14 May 1971 and was approved by him on 25 May 1971. The last phase of the renewal exercise now begins.

During the last phase we will send a "package" to each consultant approved for use in FY 72. The package will contain appointment documents or a contract, a statement of employment and financial interest, when applicable, and a covering letter. The target date for mailing this package is the week of 21 June 1971.

5. Cooperative Education:

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a. [REDACTED] visited the University of Akron last week and interviewed 10 co-op candidates in the fields of civil and electrical engineering. Three of the 10 were asked to complete application forms.

b. The Dean of Engineering at George Washington University has asked us to participate in their co-op program. We have agreed.

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c. We are placing our first co-op student (Physics and Mathematics major) from Virginia State College (Blacks) in NPTC.

d. [REDACTED] has been appointed to the Nominating Committee of the Cooperative Education Association.

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6. Retirees: On Friday, 28 May, our Personal Affairs Branch processed 124 retirees.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Distribution:

0 & 2 - Addressee

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OD/Pers, [REDACTED]:djp (1 Jun 71)

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